

**Connecticut Statewide Citizen Corps Council  
Advisory Committee Minutes  
October 20, 2011**

**Attendees:** William Austin (Chairman); Dagmar Noll; (WINCOG); Norma Peterson (Fairfield CC/R1 CCC); Susan Dubb (DEMHS); Joel Severance (Region 2); Joe Perrelli (COGCNV); Michael Berry (New Britain); Ted Janelle (Southington CERT); Don MacKenzie (Southington CERT); Don Davis (Ellington); Sue Prosi (SWRPA); Richard Olson (American Legion); Richard Rampone (American Legion); Kristin Thomas (CCRPA); Don Janelle (Manchester); Tim Smith (Town of Orange); Paul Gibb (LHCEO); Gary Ruggiero (DEMHS); Jim O'Leary (Goshen); Dan Thurston (American Legion); Sylvia Dake (Andover CERT); Viola Heath (CRCOG);

Chairman Austin called the meeting to order at 2:00 p.m. followed by the pledge of allegiance and introductions.

**Public Comments: No public Comments**

**Approval of Meeting Minutes:** A motion to approve the May 19, 2011 meeting minutes was made by Joel Severance seconded by Norma Peterson. All in favor so voted.

**Guest Speaker:** None

Chairman Austin thanked everyone for persevering through the reorganization and announced the resignation of Susan Dubb, and Gary Ruggiero, as her replacement.

**Report on State DEMHS Coordinating Council Meeting:** No report

William Hackett, State Director of Emergency Management, Division of Emergency Management and Homeland Security, Connecticut Department of Emergency Services and Public Protection, could not be in attendance. Regards were sent.

**Old Business:**

- Correspondence: None
- American Legion NET Program Update: The American Legion has a new Department Commander and still continues to promote the NET program. Chairman Austin commented on the NET program and made the program pamphlets available for everyone to use or modify for use.

DEMHS Report:

- Susan Dubb distributed copies of the cash advance policy and handouts from Bob Scata regarding items for emergency kits. Ms. Dubb apologized on behalf of the agency for the lack of response to reimbursement requests and was unable to obtain information on available 2008 and 2009 funding.
- FEIN number must be on all funding and reimbursement requests.
- Funding requests must have original signatures in order to be processed.
- Category C reimbursements must have detailed invoices attached.

- Train the Trainer class will be December 3, and 17; 8:00 a.m. to 5:00 p.m. must have NIMS 100, 200, and 700. Class size is 50 people, **NO** food provided. To register, Contact Bob Scata at [Robertscata@ct.gov](mailto:Robertscata@ct.gov) fax 860-706-5539
- During the reorganization Susan received requests for teams to train without receiving funding: U&H 21, New Milford 18, ECSU 20, Woodbury 20, and Wilton/New Canaan 17.
- CERT response to Hurricane Irene was great. Susan thanked everyone. Chairman Austin wished Susan farewell.

**Statewide Operational Update:** Updates and changes were made to applicable levels.

**New Business:**

*CERT Team Funding And Funding Requests:*

**Category A:**

**Orange** approved for \$1,625 for basic CERT training for 25 people with a cash advance of \$642.00.

**Enfield** approved for \$1,625 for basic CERT training for 25 people, backpacks included.

**Middletown** approved for \$1,625 for basic CERT training for 25 people, backpacks -included.

**Frog Hollow NRZ** approved for \$1,625 for basic CERT training for 25 people.

**ESPN 1** approved for \$1,625 for basic CERT training for 25 people.

**ESPN 2** approved for \$1,625 for basic CERT training for 25 people.

**Manchester** approved for \$2,250 for basic CERT training for 18 people, will build own backpacks.

**Hartford** approved for \$1,625 for basic CERT training for 25 people, backpacks included.

A motion to approve these Category A requests was made by Joel Severance, seconded by Sue Prosi. All in favor so voted.

**Northwest Community College** approved for \$1,350 for basic CERT training for 20 people.

A motion to approve this funding request was made by Norma Peterson, seconded by Joel Severance with the condition that if training had begun prior to today, October 20, 2011 instructors will not be paid. All in favor so voted.

**Category B:**

**Southington** approved for \$1,200 for advance training.

A motion to approve this Category B request was made by Dagmar Noll, seconded by Joel Severance. All in favor so voted.

**Category C:**

**Litchfield Hills** approved for \$4,000

**Housatonic Valley** approved for \$4,000

**SWRPA** approved for \$4,000

**CRCOG** approved for \$4,000

**WINCOG** approved for \$4,000

**CCRPA** approved for \$4,000

A motion to approve these Category C requests was made by Norma Peterson, seconded by Kristin Thomas. All in favor so voted.

**Category D:**

**Southington** approved for \$500 for equipment for membership.

**Portland** approved for \$500 for polo shirts

**West Hartford** approved for \$500 for team items

A motion to approve these Category D requests was made by Joel Severance, seconded by Dagmar Noll. All in favor so voted.

**Special Grant:** CRCOG approved for \$4,000 for administrative duties to the Statewide Citizen Corps Council.

Motion to approve this special grant was made by Jim O'Leary, seconded by Dagmar Noll. All in favor so voted.

**Statewide Conference Funding:** A motion to move \$50,000 for the annual Statewide Citizen Corps conference from fiscal year 2008 to fiscal year 2009 was made by Dagmar Noll, seconded by Joel Severance. All in favor so voted.

**CERT Backpacks:** Approximately 200 CERT backpacks are remaining. A motion to purchase 350 backpacks was made by Norma Peterson, seconded by Jim O'Leary. All in favor so voted.

2011 Citizen Corps Statewide Conference: The Statewide conference will be held March 5, and 6, 2012 at Waters Edge Spa and Resort, Westbrook, Connecticut. The deposit for the conference is \$1,500. Chairman Austin has updated the contract. Thirty (30) rooms are on hold for Sunday, March 4, and Monday March 5, for conference attendees at the rate of \$81.00 per night. For reservations please contact Waters Edge directly.

The conference committee will meet 10:00 a.m. November 1, at CRCOG offices. Awards recognition criteria will be sent via e-mail.

Statewide Citizen Corps Bylaws: Chairman Austin handed out updated copies of the bylaws. **Updates:** Meetings held 4<sup>th</sup> Thursday of the month was deleted and changed to 3<sup>rd</sup> Thursday of the month, meeting dates were included at the bottom, and referrals to DEMHS changed to Division of DEMHS.

A motion to accept the bylaws as updated was made by Joel Severance, seconded by Dagmar Noll. All in favor so voted.

2012 Strategy Document Draft: This item will be on the November agenda.

**Other Business:**

- Joel Severance reported that Region 2 supported 10 different shelters the week following hurricane Irene.
- Valley Shore and East Haddam CERT was activated for a search involving a missing person.
- Dagmar Noll reported east of the river various localities took part in Red Cross shelter operations training.
- Sue Prosi reported Norwalk and a couple of communities have effectively trained about 70 people and developed professional grade training materials. Sue will forward a copy of the documents to Chairman Austin, with the Statewide Citizen Corps Council logo added, for funding consideration to print promotional materials.
- Litchfield Hills asked if Brenda Bergeron, DESPP, could attend a future meeting to speak about State coverage for CERT teams.

**Next Meeting Date: June 16, 2011 at West Hartford Town Hall, Council Chambers – Room 314**

**Future meeting dates for 2011:** November 17; December 15.